

JOB DESCRIPTION

Post Title: Caretaker/Parish Hall Administrator
Responsible for: Caretaker & Administrator of the Parish Hall
Responsible to: The Clerk to the Parish Council

Main Job Purpose:

- The effective and efficient operation and cleaning of the Parish Hall
- To provide effective and efficient administration of the Parish Hall bookings
- To provide the appropriate requirements, including ordering stock, to operate the licensed bar.
- To hold a Personal Licence and be responsible for the operation and supervision of the licensed bar

Key responsibilities:

- The effective and efficient day-to-day operation and cleaning of the Parish Hall
- Administer all bookings and operate an invoicing and receipt system for the Parish Hall.
- Opening, securing and maintaining the Parish Hall and to be responsible for preparing rooms and equipment, as required by the Parish Council and service users. Except on Sunday mornings or on any other occasions when St Thomas' Church use the Parish Hall they will be responsible for opening closing and securing the building.
- Reporting promptly of all repairs and damage in the Parish Hall or its surrounds.
- To be a main key holder for the Parish Hall and attend call outs, as required.
- To be responsible for dealing with any alarm activations, damage or emergencies relating to the Parish Hall.
- The ordering of all the required stock, including the licensed bar, for the operation and cleaning of the Parish Hall.
- To be responsible for ensuring the mandatory servicing for the Parish Hall equipment is conducted as required – e.g. alarm systems, fire extinguishers etc.
- Conducting weekly checks of the fire alarm system and fire exits.
- Assist in devising and preparing publicity material for the Parish Hall facilities and promote its activities. This will include working with the Parish Council in preparing the newsletter.
- The post holder is expected to carry out, in addition to the already mentioned duties, any other duties reasonable expected with the general level of the post.
- Perform all duties in a way that promotes equal opportunities.

Health & Safety

- To perform the duties of the Health & Safety representative for the Parish Hall
- You will be expected to familiarise yourself with all the requirements in relation to health and safety issues related to your duties. Any necessary training, which is considered appropriate will be arranged and provided to you as soon as possible. You should not try to carry out unfamiliar procedures until relevant training has been provided. Please make sure you read all the relevant H&S information provided to you in preparation for your work.